

**2019-2020 WESTON PUBLIC SCHOOLS
Request for Pre-Approval of Credits for Lateral Movement on the Salary Schedule
& Tuition Reimbursement**

TO: SUPERINTENDENT OF SCHOOLS
FROM: _____ **DATE:** _____
SCHOOL: _____

_____ In accordance with Article XI, of the Weston Teachers' Association contract, I am requesting **pre- approval** of the following credits for lateral movement on the salary schedule. A request for course credit refers to credits granted by an accredited college/university.

_____ I am entering a new degree program. I have attached information on the program from the college/university and course outline for the program.

_____ I have answered the five questions on how the coursework will respond to the attached criteria.

Movement will not be applied until an official transcript is received by the Superintendent's Office. All lateral adjustments will only be made effective as of September 30 in any year and at no other time in the contract year.

_____ In accordance with Article XXX of the Weston Teachers' Association contract; I am requesting **tuition reimbursement** for the following course(s). I understand that in order to receive tuition reimbursement for the 2019/2020 year, this request form must be received by Central Office prior to the start of the course, and no later than the close of business on **February 3, 2020**, for the Superintendent to pre-approve the course(s). I also understand that upon completion of the course(s), I must send in a copy of my final grades (having successfully completed the course(s) with a minimum grade of B or Pass in a pass/fail course), and a paid bill or cancelled check showing the amount of tuition paid to Central Office by **June 19, 2020**. *Please do not show credit card account numbers.*

Degree Program: _____ **Institution:** _____

	Course	# of Credits	Dates	Cost Per Credit	Total Cost
1					
2					
3					
4					

To be completed by Central Office:

Degree Program Originally Approved on: _____

Course(s): Approved Disapproved

 Superintendent of Schools Date

What is the relationship of the program/course to the district's professional development goals?

What is the relevance of the program to your teaching assignment?

What is the coursework's impact on your students' learning?

What is the coursework's potential benefit to your school or the district in general?

What is the relevance of the coursework to your professional growth?